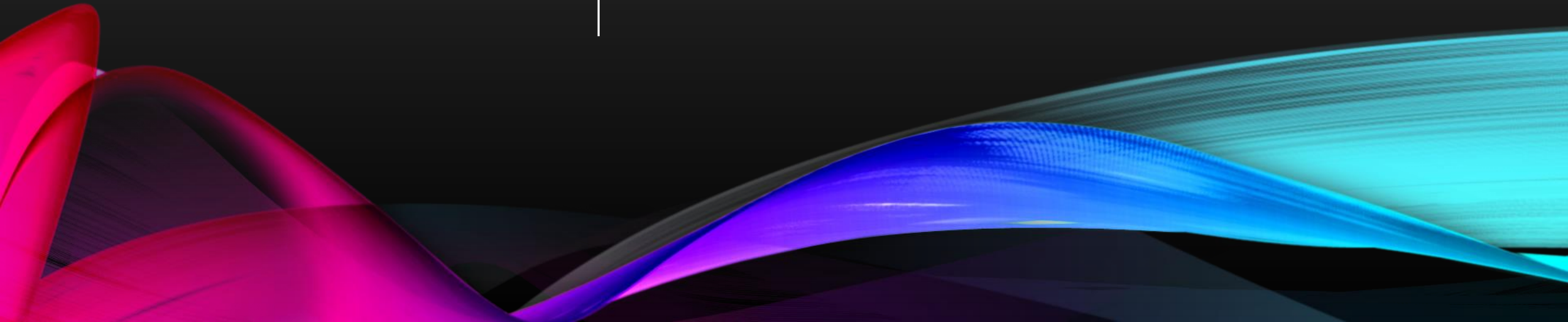


An Introduction

# USING YOUR MICROSOFT SUITE



# YOUR BIG GUNS

## Essential Apps

- TEAMS
- Outlook & Calendar
- OneDrive
- Word
- Excel
- PowerPoint



## Make-your-life-easy apps

- OneNote
- Planner
- To-Do
- Forms



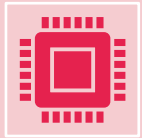
# NAVIGATING APPS

- Word, Excel, PowerPoint, TEAMS and Outlook should be downloaded onto your computer, though they can also be reached through your browser. All apps not downloaded can be accessed via browser.
- From any online app, you can click the nine dots making a square in the upper left-hand corner to find any other app. If you don't immediately see the app you're looking for in the pannel that pops up, click 'All Apps', then 'Explore All Your Apps'.



# ESSENTIALS

# THE FAMILIAR APPS



Word: Your word processor



Excel: A spreadsheet featuring calculation, graphing tools, pivot tables, and macro programming



PowerPoint: A presentation program.





ONEDRIVE

- Allows you to store your files in the cloud (my files) and share them with anyone in your organization (shared library + Teams channels).
- Because items are stored in the cloud, you can access them from almost any device with an internet connection, easily allowing you to work from home or off site.
- Sync your files between your device and the cloud to be able to access documents anywhere, online or off.





# OUTLOOK AND CALENDAR



CREATING NEW  
FOLDERS



FLAGGING EMAILS



CHECKING THE  
CALENDAR

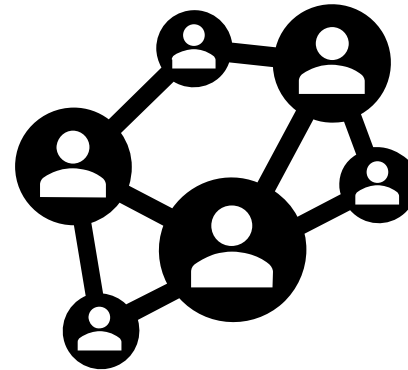


SCHEDULING  
REGULAR AND TEAMS  
APPOINTMENTS

# TEAMS

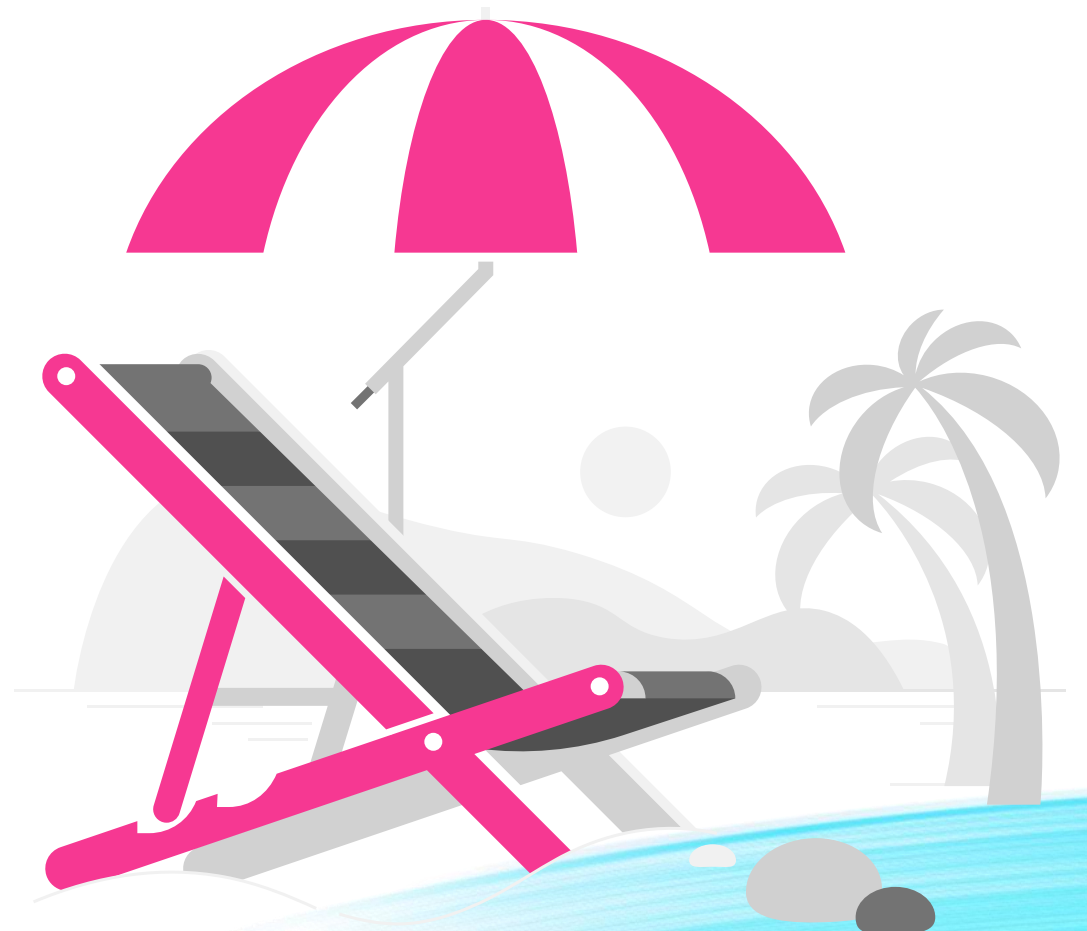
- Create channels, use file sharing, chats, video calls etc. in your organization. Switch to Northern Lights when you want to contact and share files with other libraries.
- Explore channels, posts and shared files.
- Book maker kits.
- Chat, call and video call.

TEAMS





# MAKE-YOUR-LIFE-EASY APPS





# ONENOTE

OneNote is a note sharing app that allows you to create shared notebooks by subject.

OneNote is a more creative format than Word as it allows users to do more-or-less whatever they want on the page.

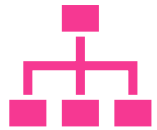
The second advantage of OneNote over Word is that separate documents which are meant to be complementary can be organized together in a single notebook.

OneNote is best used by teams working on a larger project, but its flexible organization also makes it useful for a single person working on a project with many parts.

OneNote



# PLANNER



Create and assign tasks to keep track of who is responsible for what.



Assign both people and deadlines to tasks.



Tasks can be multi-part, allowing the team to see items be ticked off as the task progresses.



Use labels to indicate priority, progress, issues encountered, or anything else you would like to tag.



Tasks assigned to team members are integrated into their To-Do app.

# PLANNER



# TO-DO



INTEGRATED WITH YOUR  
OTHER MICROSOFT APPS  
TO PULL ALL YOUR  
PERSONAL TASKS INTO  
ONE PLACE.



ADD YOUR FLAGGED  
EMAILS TO YOUR TO-DO  
LIST.



RECEIVE REMINDERS TO  
FOLLOW UP ON EMAILED  
QUESTIONS AND  
STATEMENTS.



PLAN YOUR DAY.



PRIORITIZE IMPORTANT  
TASKS.

To-Do



# FORMS

## Create

Create forms, polls and surveys.

## Gather

Gather information from patrons quickly and easily.

## Build

Build online escape rooms or puzzles.

## Use

Use for staff or board voting or polling.

Forms



# QUESTIONS?

(Ideas, comments and blood-curses also accepted)